

~~CONFIDENTIAL~~

12 July 1950

MEMORANDUM FOR CHIEF, ADMINISTRATIVE STAFF
CHIEF, SPECIAL SUPPORT STAFF

SUBJECT: Agency Machine Methods Operations.

1. There is attached hereto a copy of a recent staff study conducted by this office which was approved by the Executive 17 July 1950.

2. It is proposed that the administrative support machine operations be transferred to the jurisdiction of the Special Support Staff at the earliest practicable date. Initial plans will include the operations outlined in Tab B and Paragraphs 2 and 3b(2) Tab C. Information has been received that necessary machines will be available about 15 August 1950.

3. The Assistant Director for Collection and Dissemination has agreed to the transfer of seven positions and personnel now assigned to the Administration Projects Section of his office as well as a reasonable number of key punch operators to the Special Support Staff.

4. Mr. [REDACTED] is being transferred to this Staff from the Office of Collection and Dissemination and will be available to assist in the development and establishment of the administrative support machine operation.

1 attach.
Report

25X1A

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NO CHANGE in Class. ☒
☐ DECLASSIFIED
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